

26 July 1954

MEMORANDUM FOR: Personnel Director

SUBJECT: Request for Advanced Annual Leave
for [REDACTED]

25X1A

1. Advanced annual leave in the amount of 15 hours is requested for [REDACTED] who has been employed by this Office for more than a year. [REDACTED] will be on leave from 2 August through 13 August. As of 31 July she will have accrued 65 hours annual leave.

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2. It is understood that this leave will be subsequently earned or a refund will be made.

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[REDACTED]
Office of the Special Assistant
to the Director
for Planning and Coordination

Adm. - Time & Attendance